

Printing an Answer Sheet for Scanning

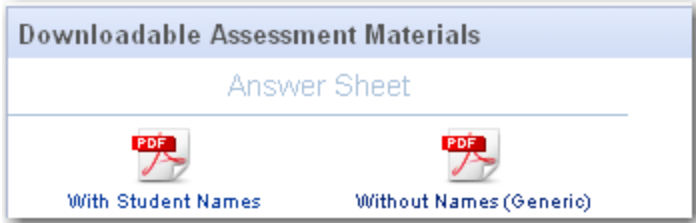
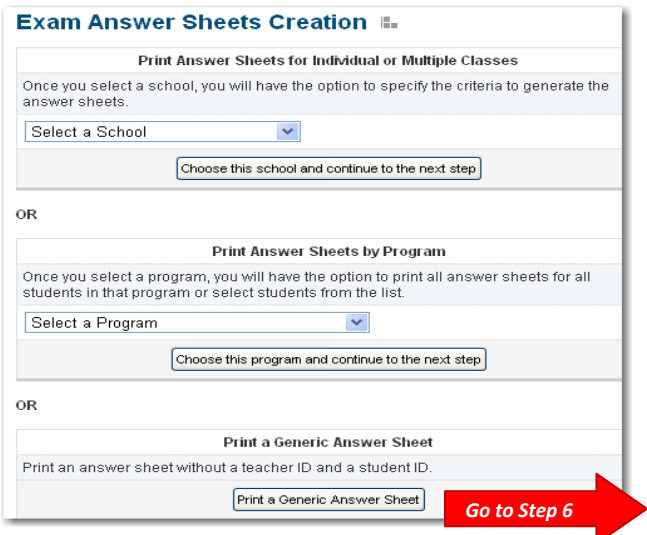


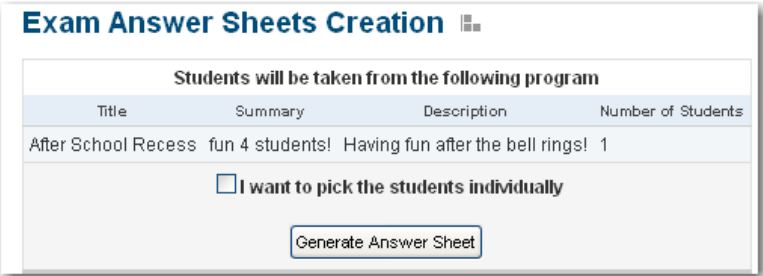
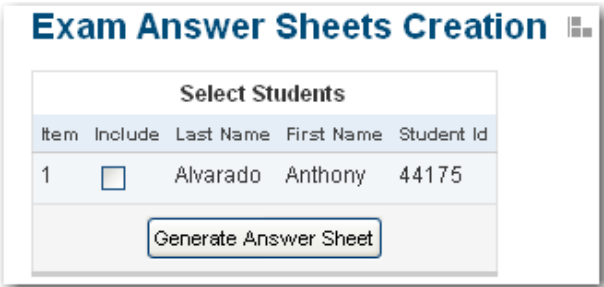
Before you begin...

You must have the following to print an answer sheet for scanning:

- Adobe Reader 7.0 or higher
- Letter Paper – Print on white, 8 ½ x 11 paper (Long exams may require legal paper- 8 x 14)
- Laser Quality Printer – Use a laser quality printer only. DO NOT make photocopies of answer sheets that will be scanned.

Follow these steps to print an answer sheet:

Step	Action
1	Locate and the Assessment Overview
2	<p>a. Scroll down to the Downloadable Assessment Materials section</p> <p>b. Select the PDF answer sheet.</p> 
4	<p>Choose from one of three options:</p> <p>a) Print answer sheets for class(es) at a school (with student names)</p> <p>b) Print answer sheets for students participating in a program, (with student names) or</p> <p>c) Print a generic answer sheet without student names</p> 
5	If you chose a) or b) in Step 4 you will receive a confirmation of your selection and an option to pick students to generate answer sheets for individually.

Step	Action
	<p>Click Generate Answer Sheet.</p> 
	<p>If you checked the box to pick students individually— Check box next to student name(s) to create answer sheets for and click Generate Answer Sheet.</p> 
6	Save the document to your computer.
7	Open the PDF document
8	<p>From within Adobe Acrobat, go to File>Print</p> <ul style="list-style-type: none"> ▪ Verify that Page Scaling option is set to Fit to Printer Margins (exact verbiage varies)
9	Click Print

Verify that your answer sheet printed correctly

If your answer sheet does not meet the following requirement, it will not scan correctly.

- Your answer sheet should have six registration marks. Verify that all six marks are clearly and darkly printed at the top and bottom of the page.
- Verify that all questions are included on the answer sheet. If your exam is long, you may need to use legal size paper for the answer sheet. **Good**

Bad